

# Vacancy Announcement



**U.S. Mission Iraq**

**NUMBER: 08-19**

**SUBJECT:**  
**Financial Transaction Assistant**

**DATE: 08-01-2008**

**TO:** All Interested Candidates

**FROM:** Human Resources Office

---

**OPENING DATE:** August 01, 2008

**CLOSING DATE:** August 15, 2008

**WORK HOURS:** Full time; 40 hours/week

**SALARY:** 18,293 U.S. dollars per year, for LES-7 level

The U.S. Embassy is seeking a person for the position of **Financial Transaction Assistant** in the office of Provisional Affairs (OPA).

**ALL APPLICANTS MUST BE ORDINARILY RESIDENT\* IN IRAQ AND IN POSSESSION OF OR ABLE TO OBTAIN DOCUMENTATION THAT ALLOWS THEM TO BE LEGALLY EMPLOYED (I.E., IN COMPLIANCE WITH LOCAL IRAQI EMPLOYMENT LAWS) BY THE U.S. EMBASSY. EMPLOYEES OF THE U.S. MISSION ARE ELIGIBLE TO APPLY IF THEY HAVE COMPLETED THEIR PROBATIONARY PERIOD (52 WEEKS).**

**BASIC FUNCTION OF THE POSITION:**

The incumbent of this position is tasked with following specific duties: he/she examines the Micro-Purchase (MP) payment vouchers and Direct Procurement (DP) actions submitted by the Provincial Reconciliation Teams (PRTs) using the specialized database. Carries out periodic reconciliation of the MP, DP and Grants transactions recorded in the database with the corresponding transactions that are recorded in the Embassy Baghdad maintained financial systems. Assists in the tracking of Grant Transactions entered by the Provincial Reconciliation Teams (PRTs) and maintains adequate MS Excel based cuff records for the various applications/transaction types.

**QUALIFICATIONS REQUIRED:** Each applicant must address each selection criterion detailed below specifically and comprehensively, in addition to submitting a CV/résumé.

1. **Education:** College or university studies at least two years of full time post secondary study at a college or university in the field of accounting/finance is required

2. **Prior Work Experience:** 3-5 Years of Accounting related work experience in a US Mission. OR, 5-6 Years of Accounting related work in a Commercial organization instead of US Mission Work experience

3. **Language Proficiency:** Level 4 (Advanced Professional Proficiency) Speaking/Reading English is required.

4. **Skills and Abilities:** Incumbent must be very adaptable and able to work with little supervision. Incumbent must have above average financial database aptitude. She/He must have above average knowledge of MS Office software applications (Excel, Word and Power-Point, with MS Access desirable).

**SELECTION PROCESS:** When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/ conflict of interest, budget and visa status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
- Must be able to obtain and hold a security clearance certification.
- Under PSA-Plus guidelines, non-host country citizens (American and foreign nationals) must have a host country visa status, which will permit them to obtain work.

**TO APPLY:** Interested candidates for this position should submit the following:

State on the application that the position applied for is **Financial Transaction Assistant**.

- U.S. Embassy Application for Employment or a complete CV/ resume that addresses the qualifications required. To access US Embassy Application Form of Employment, please click on <http://iraq.usembassy.gov/root/pdfs/us-embassy-job-application.pdf>
- Documentation (copies of degrees earned, certificates, awards, etc.) that addresses the qualification required for the position as listed above.

## **REQUEST AND SUBMIT APPLICATION TO:**

Human Resources Office,  
Presidential Palace/ Room S 101,  
E-mail: [BaghdadHR@state.gov](mailto:BaghdadHR@state.gov)

- \* **Preferred way of sending applications is electronically.**
- \* **Must attach certificates and documents to the CV/resume.**
- \* **Must mention position title and announcement number applied to.**

## **DEFINITIONS:**

**1. US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

**2. EFM:** An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and

adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**3. Member of Household (MOH)** – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

**4. Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

**5. Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**Closing Date for this Position is August 15, 2008**

**An Equal Opportunity Employer**

**The US Mission in Baghdad provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.**

Approved: HRO/CMDierman

Drafted: HR/AApesh